WINNECONNE PARKS EVENT USE PERMIT

Type of Event:_____

Person in Charge/Contact Person: _____

Address: _____

Daytime Phone:_____Alternate Phone:_____

Reservation Date: _____/_____/_____   Day of Week: _____

Est. Attendance:_____   Est. Arrival Time: _____

[ ] Lake Winneconne Park   [ ] Water Front Park   [ ] Marble Park

Please indicate which areas of the park you will be using for your event and mark on map located on back of this form.   (Parking lot, stage, softball diamond, etc.)

SPECIAL REQUESTS
In order to better serve you and the residents of the Village of Winneconne, please let us know of any special needs you may have to make your event a huge success! In order to meet your needs, **special requests must be made at least one week prior to your event.** Thank you for your cooperation.

- A Temporary Class B license and proof of Liquor Liability are required to sell any fermented malt beverages on Village property. Required fencing is the responsibility of the person in charge/contact person.
- Section 8-1-16 of the Village Code of Ordinances prohibits loud and unnecessary noise between the hours of 10:00 p.m. and 7:00 a.m.   Exceptions may be granted by the Village Board. Prior approval must be given by the Police and Fire Committee before presentation to the Village Board. Violators will be prosecuted.
- If any of the above are required for your event, the Village Board meets the third Tuesday of every month – **please plan accordingly.** Contact the Municipal Clerk for more information.

Please list any special requests: _____
_____
_____

RESPONSIBILITIES OF THE PERSON IN CHARGE/CONTACT PERSON:
A.   The individual designated as the Person in Charge/Contact Person in this Event Use Permit must be at least 18 years or older. Throughout the event, the Person in Charge/Contact Person is held responsible for the preservation of order, noise control, park clean-up and any damage that has occurred.
B.   Must complete Facility Use Permit form to reserve any shelters. **Key pickup required**. Please refer to item 2 on Terms of Reservation sheet.
C.   The Village Parks Event Use Permit is recognized as proof of reservation. While occupying the park, the Person in Charge/Contact Person is to have this Event Use Permit form in their possession.

D.   I acknowledge that I have received and read the Events Use Permit Form.
_____
Signature

OFFICE USE ONLY	
Today's Date_____	Received by: _____
FEE $_____	[ ] Cash [ ] Check# _____